



TGAnet Accounting Specialist User Manual

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TGAnet Login

If you have *not* logged into TGAnet:

- Open your internet browser and type:
<https://www.twai.gov/TWAIUPS/user/login.jsp>
- Enter your user ID into the User ID text box.
- Enter your temporary password into the Password text box.
- Click  to enter the Treasury Web Application Infrastructure.
- You will be prompted to change your password:
 - Enter your temporary password in the Old Password text box.
 - Enter your new password into the Password and Confirm Password text boxes.
- Answer your secondary authentication questions by clicking the Update My Secondary Authentication Answers hyperlink. If you forget your password, you will be required to answer all secondary authentication questions to reset your password.

If you have logged into TGAnet before:

- Open your internet browser and type <https://www.tganet.gov> in the address bar.
- Enter your user ID into the User ID text box.
- Enter your password into the Password text box.
- Click  to enter the Treasury General Account Deposit Reporting Network.

TGAnet Home Page

Welcome to the TGAnet Home Page. To begin using TGAnet, select an available category from the menu bar across the top of the page.

By placing the cursor on **Manage Organizations**, a drop down list will appear with five options. To choose one of these options, click the option heading in the drop down list.

Organization Hierarchy - allows you to create, modify, view, or delete an organization.

Accounting Codes - allows you to modify, import, view, or map accounting codes for your organization.

Custom Labels - allows you to modify or view custom labels for your organization.

Processing Options - allows you to modify or view processing options for your organization.

User Defined Fields - allows you to modify or view the user defined fields for your organization.

By clicking **Manage Users**, you will be directed to the TWAI User Provisioning Page where you may choose one of the following options:

Reset Password - allows you to reset your own password.


Secondary Authentication Questions - allows you to answer authentication questions to reset your password.

Update TWAI Information - allows you to update your TWAI contact information.

By clicking **View Reports**, you will be directed to the View Reports Page where you may select from business reports.

Modify Organization

Step 1 of 3: Select an Organization Endpoint

- Click on the hyperlink for the **organization endpoint** that you would like to modify.
- Click Expand All to view the entire **organization hierarchy**.
- Click Contract All to view only the **highest level organization**.
- Click  to return to the TGAnet Home Page.



Modify Organization Home | Print | Help | Log Out

Step 1 of 3: Select an Organization Endpoint


Select the organization endpoint you would like to update.

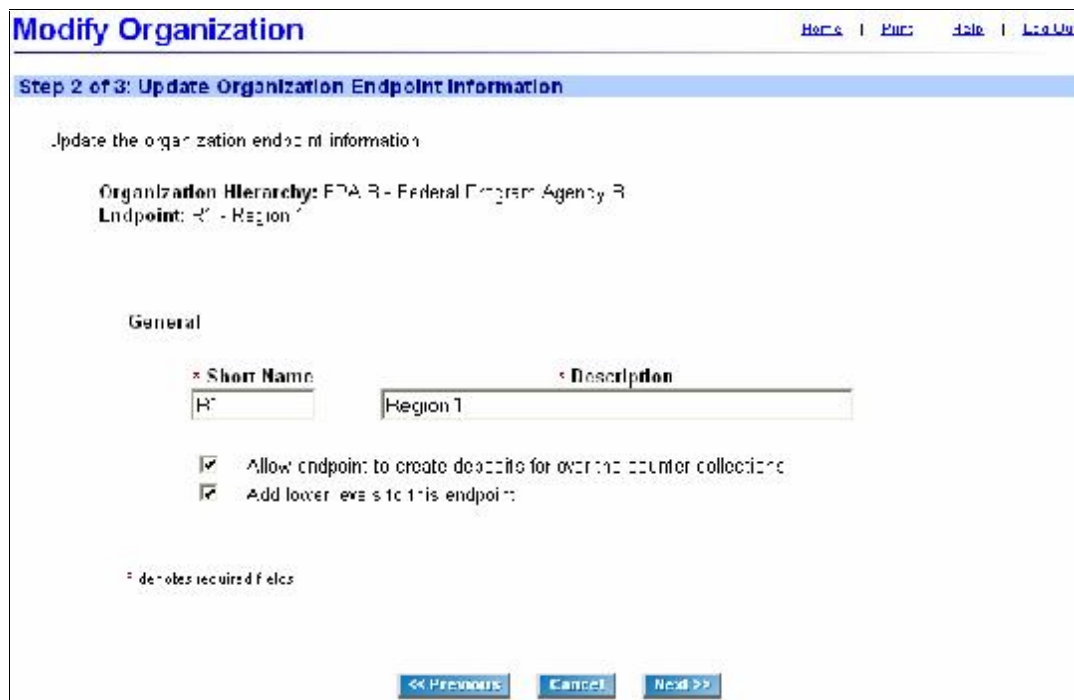
Organization Hierarchy: FPA B - Federal Program Agency B
* is the endpoint * is the endpoint

[Expand All / Contract All](#)

- ☐ [FPA C - Federal Program Agency D](#)
 - ☐ [E1 - Region 1](#)
 - ☐ [E2 - Region 2](#)
 - ☐ [E3 - Region 3](#)

Step 2 of 3: Update Organization Endpoint Information

- To change the short name, specify a new short name for the organization in the **Short Name** text box.
- To change the **description**, specify a new description for the organization in the Description text box.
- To define **characteristics** for the selected **organization endpoint**, click the check box next to "Allow endpoint to create deposits for over-the-counter collections."
- To define levels below the selected organization endpoint, click the check box next to "Add lower levels to this endpoint."
- Click  to continue defining characteristics for the selected organization.



The screenshot shows a web browser window titled "Modify Organization". The address bar shows "Home | Firms | Data | Logout". The page has a blue header bar with the text "Step 2 of 3: Update Organization Endpoint Information". Below the header, the text "Update the organization endpoint information" is displayed. The "Organization Hierarchy" is shown as "FPA R - Federal Program Agency R" and the "Endpoint" is "R - Region". Under the "General" section, there are two text boxes: "Short Name" with the value "R" and "Description" with the value "Region 1". Below these are two checked checkboxes: "Allow endpoint to create deposits for over-the-counter collections" and "Add lower levels to this endpoint". A note at the bottom left states "* denotes required fields". At the bottom right are three buttons: "<< Previous", "Cancel", and "Next >>".

If you have selected to define the selected organization as an **organization endpoint**:

- Enter the organization's **agency location code** in the ALC text box.
- Enter the organization's address, city, state, postal code, and phone number in the Address section.

Modify Organization

Step 2 of 3: Update Organization Endpoint Information

Update the organization endpoint information

Organization Hierarchy: EPA D - Federal Program Agency D
Endpoint: RI - Region 1

ALC: [Text Box]

Address:

Address Line 1: [Text Box]

Address Line 2: [Text Box]

City: [Text Box]

State: [Dropdown] Postal Code: [Text Box]

Phone Number: [Text Box]

- Using the **Financial Institution** drop down list, select the financial institution where the organization deposits **OTC collections**.
- Using the **RTN** drop down list, select the routing transit number of the financial institution where the organization deposits OTC collections.
- If required, enter the organization's **demand deposit account number** in the DDA# text box.
- If required, re-enter the organization's demand deposit account number in the Retype DDA# text box.
- Click **Add >>** to create a financial institution relationship for the organization.

Financial Institution Relationship(s)

Financial Institution	RTN	DDA	Retype DDA	
Select	Select...			
				Add >>

Financial Institution	RTN	DDA	Delete
Bank of America	011201833	123456	<input type="checkbox"/>

If you are adding additional levels to the organization hierarchy:

- Enter the **short name** for the new **lower level organization** in the Short Name text box.
- Enter the name for the new lower level organization in the **Description** text box.
- Click [Add More Lines](#) to generate fields for additional lower level organizations.
- Click [Next >>](#) to continue to Step 3 of 3.

NOTE: You may create multiple financial institution relationships.

Lower Levels	
Short Name	Description
L1	Location 1
L2	Location 2

Step 3 of 3: Review Organization Endpoint

This page displays the **characteristics** (**Short Name**, **Description**, Address information, and **Financial Institution Relationship information**) of the **organization** that you have modified. Verify the information is correct before submitting.

- If the information is correct, click [Submit](#) to modify the selected organization.
- If the information is not correct, click [<<Previous](#) to make changes or click [Cancel](#) to return to the TGAnet Home Page.

Confirmation

- Click [Return Home](#) to return to the TGAnet Home Page.

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

Delete Organization

Step 1 of 2: Select Organization Endpoint(s)

- Click Expand All to view the entire **organization hierarchy**.
- Click Contract All to view only the **highest level organization**.
- Click the check box next to the **organization(s)** that you would like to delete.
- Click [Next >>](#) to continue to Step 2 of 2.

NOTE: Only lowest level organizations within the organization hierarchy may be deleted.

Step 2 of 2: Review Organization Endpoint(s)

This page displays the **characteristics (Organization Endpoint and Hierarchy Level)** of the **organization(s)** that you have selected to delete. Verify the information is correct before submitting.

- If the information is correct, click [Submit](#) to delete the organization(s).
- If the information is not correct, click [<<Previous](#) to make changes or click [Cancel](#) to return to the TGAnet Home Page.


Confirmation

- Click [Return Home](#) to return to the TGAnet Home Page.



Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

View Organization

View Organization Hierarchy

- Click on an **organization** hyperlink to view the **characteristics** of the organization.
- Click Expand All to view the entire **organization hierarchy**.
- Click Contract All to view only the **highest level organization**.
- Click Print to retain a copy of the **organization hierarchy** for your records.
- Click  to return to the TGAnet Home Page.

View Organization

- Click Print to retain a copy of the **characteristics** of the selected **organization**.
- Click  to view the organization hierarchy.
- Click  to return to the TGAnet Home Page.

Modify Accounting Codes

Step 1 of 2: Update Accounting Codes

- Click the check box in the **TAS** column to indicate that the accounting code is a Treasury Account Symbol.
- To change or add an **accounting code name**, specify a name for the accounting code in the Agency Accounting Code text box.
- To change or add an accounting code description, specify a **description** for the accounting code in the Description text box.
- To delete an **accounting code**, click the check box in the Delete column next to the accounting code that you would like to delete. To check all Delete check boxes, click Check All. To uncheck all Delete check boxes, click Clear All.
- Click **Add More Lines** to generate fields for additional accounting codes.
- Click **Next >>** to continue to Step 2 of 2.

Modify Accounting Codes [Home](#) [Print](#) [Help](#) [Log Out](#)

Step 1 of 2: Update Accounting Codes

Update the list of accounting codes for the organization hierarchy

Organization Hierarchy: FF&E - Federal Program Agency E

[Check All](#) [Clear All](#)

TAS	Agency Accounting Code	Description	Delete
<input type="checkbox"/>	AC1	Accounting Code 1	<input type="checkbox"/>
<input type="checkbox"/>	AC2	Accounting Code 2	<input type="checkbox"/>
<input type="checkbox"/>	AC3	Accounting Code 3	<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>
<input type="checkbox"/>			<input type="checkbox"/>

Step 2 of 2: Review Accounting Codes

This page displays the **accounting codes** and **descriptions** that you have modified. Verify the information is correct before submitting.

- If the information is correct, click **Submit** to modify the accounting codes.
- If the information is not correct, click **<<Previous** to make changes or click **Cancel** to return to the TGAnet Home Page.


Confirmation

- Click **Return Home** to return to the TGAnet Home Page.

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

Import Accounting Codes

Step 1 of 3: Import Accounting Codes

- Select the type of file that you would like to import by selecting the Fixed File, XML File or CSV File radio button.
- Click Browse to search for the file that you would like to import.
- Click  to continue to Step 2 of 3.



Fixed File Format:

You can view or create a fixed file in applications such as Microsoft WordPad© or Microsoft Word©. It should have the following structure:

There are three fields for each line contained within the file:

- The first field is **50 characters long, left-justified**. Example: If AC1 is your accounting code, the first field would contain AC1 followed by 47 spaces.
- The second field is **255 characters long, left-justified**. Example: If *Accounting Code 1* is your Description, the second field would contain *Accounting Code 1* followed by 238 spaces.
- The third field is **3 characters long, right-justified**. Example: If the TAS indicator is to be checked within TGAnet, the third field would contain yes. If the TAS indicator is not to be checked within TGAnet, the third field would contain three spaces.
- Each line is separated by a new-line character (created by pressing *Enter* or *Return* at the end of the third field.)

XML File Format:

```

<AccountingCodes>
  <AccountingCode>
    <Code>AAC1</Code>
    <Description>Accounting Code 1</Description>
    <TAS>true</TAS>
  </AccountingCode>
  <AccountingCode>
    <Code>AAC2</Code>
    <Description>Accounting Code 2</Description>
    <TAS>true</TAS>
  </AccountingCode>
</AccountingCodes>

```

CSV File Format:

A	B	C
# Code	Description	TAS
AAC1	Accounting Code 1	true
AAC2	Accounting Code 2	true
AAC3	Accounting Code 3	false
...
AACn	Accounting Code n	true/false

Step 2 of 3: Import Accounting Codes

- Click the check box in the **TAS** column to indicate that the accounting code is a Treasury Account Symbol.
- To change an **accounting code name**, specify a name for the accounting code in the Agency Accounting Code text box.
- To change an accounting code description, specify a **description** for the accounting code in the Description text box.
- To delete an **accounting code**, click the check box in the Delete column next to the accounting code that you would like to delete and click **Update**. To check all Delete check boxes, click Check All. To uncheck all Delete check boxes, click Clear All.
- Click **Next >>** to continue to Step 3 of 3.

Import Accounting Codes Home Print Help Log Out

Step 2 of 3: Import Accounting Codes

Take a look at the list of accounting codes that will be imported to the system and make any necessary updates. To remove accounting codes before submitting them, mark them for removal and click **Update** to see the new list.

Organization Hierarchy: FPA/E - Federal Program / Agency E

Check / Clear All

TAS	Agency Accounting Code	Description	Delete?
<input type="checkbox"/>	ACE	Accounting Code A	<input type="checkbox"/>
<input type="checkbox"/>	ACE	Accounting Code B	<input type="checkbox"/>
<input type="checkbox"/>	ACE	Accounting Code C	<input type="checkbox"/>

Update

Cancel **Next >>**

Step 3 of 3: Review Accounting Codes

This page displays the **accounting codes** and **descriptions** that you have imported. Verify the information is correct before submitting.

- If the information is correct, click **Submit** to import the accounting codes.
- If the information is not correct, click **<<Previous** to make changes or click **Cancel** to return to the TGAnet Home Page.


Confirmation

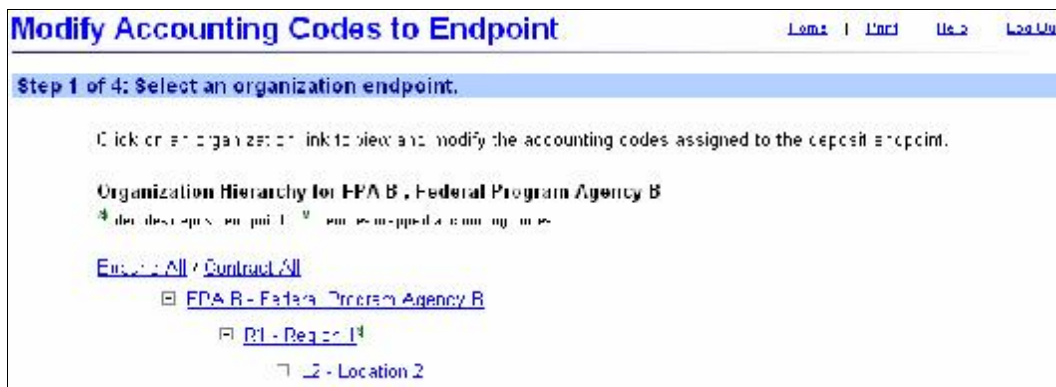
- Click **Return Home** to return to the TGAnet Home Page or click **Manage Additional** to manage another accounting code.

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Assign Accounting Code Mappings

Step 1 of 4: Select an Organization Endpoint

- Click on the hyperlink for the **organization endpoint** that you would like to maintain accounting codes.
- Click Expand All to view the entire **organization hierarchy**.
- Click Contract All to view only the **highest level organization**.
- Click  to return to the TGAnet Home Page.



Modify Accounting Codes to Endpoint Home End Help Logout

Step 1 of 4: Select an organization endpoint.




Click on an organization link to view and modify the accounting codes assigned to the deposit endpoint.

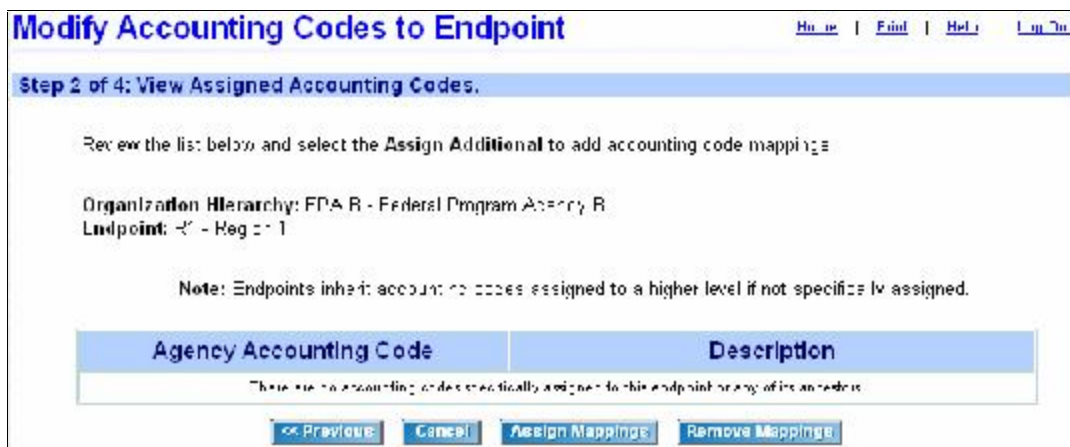
Organization Hierarchy for FPA B - Federal Program Agency B

Expand All / Contract All

- FPA B - Federal Program Agency B
 - Reg - 1
 - Location 2

Step 2 of 4: View Assigned Accounting Codes

- Click  to select a different **organization** to maintain accounting codes.
- Click  to assign **accounting codes** to the selected organization.
- Click  to remove accounting codes from the selected organization.



Modify Accounting Codes to Endpoint Home End Help Logout

Step 2 of 4: View Assigned Accounting Codes.

Review the list below and select the Assign Additional to add accounting code mappings.

Organization Hierarchy: FPA B - Federal Program Agency B
Endpoint: Reg - 1

Note: Endpoints inherit accounting codes assigned to a higher level if not specifically assigned.

Agency Accounting Code	Description
There are no accounting codes specifically assigned to this endpoint or any of its ancestors.	

Previous Cancel Assign Mappings Remove Mappings

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Step 2 of 4 Continued: Search and Assign Accounting Codes

- Search for the **accounting code** that you would like to assign by entering an accounting code in the Accounting Code text box or a description in the Description text box.
- Click **Search** to display accounting codes that match your search criteria.
- To assign an accounting code to the selected **organization**, click the check box in the Assign column next to the appropriate accounting code.
- Click **Submit** to continue to Step 3 of 4.

Search Results Check 1/2 of 6/11

Agency Accounting Code ▾	Description ▾	Assign
AC1	Accounting Code 1	<input checked="" type="checkbox"/>
AC2	Accounting Code 2	<input checked="" type="checkbox"/>
AC3	Accounting Code 3	<input type="checkbox"/>
AC4	Accounting Code 4	<input type="checkbox"/>
AC5	Accounting Code 5	<input type="checkbox"/>
AC6	Accounting Code 6	<input type="checkbox"/>

Step 3 of 4: Assign Accounting Codes

- To remove an **accounting code** from the **organization**, click the check box in the Remove column next to the appropriate accounting code and click **Update**.
- Click **Next >>** to continue to Step 4 of 4.

Assign Accounting Codes to Endpoint Home Print Help Logout

Step 3 of 4: Assign Accounting Codes

Review the list below and verify the accounting codes you would like to assign.

Organization Hierarchy: EPA - Federal - Program - Agency L
Endpoint: RI - Region

Note: Endpoints inherit accounting codes assigned to higher level endpoints if not specifically assigned.

Agency Accounting Code	Description
There are no accounting codes specifically assigned to this endpoint or any of its ancestors.	


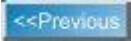

Agency Accounting Code	Description	Remove
AC2	Accounting Code 2	<input type="checkbox"/>
AC1	Accounting Code 1	<input type="checkbox"/>

Update



[<< Previous](#)
[Cancel](#)
[Next >>](#)

Step 4 of 4: Review Accounting Codes to Endpoint

This page displays the **accounting codes** and **descriptions** that you have assigned to the organization. Verify the information is correct before submitting.

- If the information is correct, click  to assign the accounting codes.
- If the information is not correct, click  to make changes or click  to return to the TGAnet Home Page.

Confirmation

- Click  to return to the TGAnet Home Page or click  to manage another accounting code

Remove Accounting Code Mappings

Step 1 of 4: Select an Organization Endpoint

- Click on the hyperlink for the **organization endpoint** that you would like to maintain accounting codes.
- Click Expand All to view the entire **organization hierarchy**.
- Click Contract All to view only the **highest level organization**.
- Click [Cancel](#) to return to the TGAnet Home Page.

Modify Accounting Codes to Endpoint [Home](#) [Print](#) [Help](#) [Logout](#)

Step 1 of 4: Select an organization endpoint.

Click on an organization link to view and modify the accounting codes assigned to the deposit endpoint.

Organization Hierarchy for FPA D - Federal Program Agency D
 * denotes deposit endpoint * denotes mapped accounting codes

[Expand All](#) / [Contract All](#)

- ☐ FPA D - Federal Program Agency D
 - ☐ R1 - Region 1
 - ☐ Deposit 2

Step 2 of 4: View Assigned Accounting Codes

- Click [<<Previous](#) to select a different **organization** to maintain accounting codes.
- Click [Assign Mappings](#) to assign **accounting codes** to the selected organization.
- Click [Remove Mappings](#) to remove accounting codes from the selected organization.

Modify Accounting Codes to Endpoint [Home](#) [Print](#) [Help](#) [Logout](#)

Step 2 of 4: View Assigned Accounting Codes.

Review the list below and click the **Assign Additional** to add accounting code mappings.

Organization Hierarchy: FPA E - Federal Program Agency E
Endpoint: R1 - Region 1

Notes: Endpoints inherit accounting codes assigned to a higher level if not specifically assigned

Agency Accounting Code v	Description >
AC1	Accounting Code 1
AC2	Accounting Code 2

[<<Previous](#) [Cancel](#) [Assign Mappings](#) [Remove Mappings](#)

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Step 3 of 4: Remove Accounting Codes

- To remove an **accounting code** from the **organization**, click the check box in the Remove column next to the appropriate accounting code.
- Click [Next >>](#) to continue to Step 4 of 4.

Remove Accounting Codes from Endpoint Home | Print | Help | Log Out

Step 3 of 4: Remove Accounting Codes.

Review the list below and select the accounting codes you would like to remove.

Organization Hierarchy: FPA E - Federal Program Agency B
Endpoint: R1 - Region 1

Check All / Uncheck All

Agency Accounting Code	Description	Remove
AC1	Accounting Code 1	<input checked="" type="checkbox"/>
AC2	Accounting Code 2	<input type="checkbox"/>

<<Previous Cancel Next >>

Step 4 of 4: Review Accounting Codes

This page displays the **accounting codes** and **descriptions** that you have removed from the organization. Verify the information is correct before submitting.

- If the information is correct, click [Submit](#) to remove the accounting codes.
- If the information is not correct, click [<<Previous](#) to make changes or click [Cancel](#) to return to the TGAnet Home Page.

Confirmation

- Click [Return Home](#) to return to the TGAnet Home Page or click [Manage Additional](#) to manage another accounting code.

View Accounting Codes


View Accounting Codes

- Click Print to retain a copy of the **accounting codes** for your records.
- Click [Return Home](#) to return to the TGAnet Home Page.

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

Modify Custom Labels

Step 1 of 2: Update Custom Labels




- Enter **labels** for each level in your **organization hierarchy** in the appropriate Level text boxes.
- Enter a label for the **accounting code** in the Agency Accounting Code Label text box.
- Click  to continue to Step 2 of 2.

NOTES: Default **labels** will appear in the text boxes if no custom labels have been provided for your organization.




Step 2 of 2: Review Custom Labels

This page displays the **custom labels** that you have modified. Verify the information is correct before submitting.

- If the information is correct, click  to modify the custom labels.
- If the information is not correct, click  to make changes or click  to return to the TGAnet Home Page.


Confirmation

- Click  to return to the TGAnet Home Page.

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org


View Custom Labels

View Custom Labels

- Click Print to retain a copy of the **custom labels** for your records.
- Click  to return to the TGAnet Home Page.

Modify Processing Options

Step 1 of 3: Select an organization to modify its processing options

- Click on the hyperlink for the **organization endpoint** that you would like to modify processing options.
- Click Expand All to view the entire **organization hierarchy**.
- Click Contract All to view only the **highest level organization**.
- Click  to return to the TGAnet Home Page.



Step 2 of 3: Define Processing Options

- Click on the hyperlink for the **processing option** that you would like to modify.
- To modify the Default Accounting Codes for Adjustments processing options:
 - To inherit the accounting classifications for adjustments from the organization's parent, click the Use Parent's Values radio button.
- **OR**
- To enter different **accounting classifications for adjustments** for the organization, click the Use My Values radio button.
 - Using the Debit Adjustment Type and Credit Adjustment Type drop down lists, select the debit adjustment accounting code and credit adjustment accounting code.
 - If the debit and credit defaults are Treasury Account Symbols, click the check box under TAS.
- To allow lower level organizations to define different Accounting Classifications for Adjustments, click the Yes radio button.
- To require lower level organizations to inherit these Accounting Classifications for Adjustments, click the No radio button.

Questions? Please call (877)255-9033 or email tganet_tsc@stls.frb.org

Default Accounting Codes

Update the accounting codes used for adjustments

☐ Use parent's values
 ☒ Use my values

Adjustment Type	Account Code	TAS
* Debit	AC1	<input type="checkbox"/> TAS
* Credit	AC1	<input type="checkbox"/> TAS

Allow changes by organization lower in hierarchy?

☐ Yes
 ☒ No

- To modify the Default Accounting Code Usage for Adjustments processing options:
 - To inherit the default accounting code usage for adjustments from the organization's parent, click the Use Parent's Values radio button

OR

 - To enter different accounting classifications for adjustments for the organization, click the Use My Values radio button.
 - To use the default for deposit adjustments, click the radio button next to "Always Use the Default for Deposit Adjustments."
 - To use the default based on deposit subtotals for deposit adjustments, click the radio button next to "Default based upon Deposit Subtotals for Deposit Adjustments."
 - To allow lower level organizations to define different Accounting Classifications for Adjustments, click the Yes radio button.
 - To require lower level organizations to inherit these Accounting Classifications for Adjustments, click the No radio button.

Default Accounting Code Usage

Define default accounting code processing for deposit adjustments

☐ Use parent's values
 ☒ Use my values

Always Use the Default for Deposit Adjustments:
☐

Default based upon Deposit Subtotals for Deposit Adjustments:
☒

Allow changes by organization lower in hierarchy?

☒ Yes
 ☐ No

Questions? Please call (877)255-9033 or email tgnet_tsc@stls.frb.org

- To modify the Returned Item Correspondence processing options:
 - To inherit the Returned Item Correspondence from the organization's parent, click the Use Parent's Values radio button.

OR

- To enter a different **Returned Item** Correspondence for the organization, click the Use My Values radio button.
 - Enter the contact information that you would like to be displayed to a **financial institution** when a returned item adjustment is created.
- To allow lower level organizations to define a different Returned Item Correspondence, click the Yes radio button.
- To require lower level organizations to inherit this Returned Item Correspondence, click the No radio button.

The screenshot shows a web form titled 'Returned Items' under a 'Correspondence' section. The form is for updating the correspondence address for return items. It features two radio buttons: 'Use parent's values' (unselected) and 'Use my values' (selected). Below this, there are several required fields marked with an asterisk: 'Organization Name' (text box with 'Federal Program Agency'), 'Attention' (text box), 'Address Line 1' (text box with '123 Street'), 'Address Line 2' (text box), 'City' (text box with 'City'), 'State' (dropdown menu with 'DC' selected), and 'Postal Code' (text box with '01234'). There is also a 'Contact Phone Number' text box. At the bottom, there is a question 'Allow changes by organizations lower in hierarchy?' with 'Yes' and 'No' radio buttons, where 'No' is selected.

- To modify the Deposit Adjustments Correspondence processing options:
 - To inherit the Deposit Adjustments Correspondence from the organization's parent, click the Use Parent's Values radio button.
- OR**
- To enter a different Deposit Adjustments Correspondence for the organization, click the Use My Values radio button.
 - Enter the contact information that you would like to be displayed to a financial institution when a deposit adjustment is created.
 - To allow lower level organizations to define a different Deposit Adjustments Correspondence, click the Yes radio button.
 - To require lower level organizations to inherit this Deposit Adjustments Correspondence, click the No radio button.

The screenshot shows a web form titled 'Correspondence' with a sidebar menu containing 'Returned Items' and 'Deposit Adjustments'. The 'Deposit Adjustments' section is active and contains the following fields and options:

- Correspondence address for deposit adjustments:**
 - ☐ Use parent's values
 - ☒ Use my values
- * Organization Name:** Federal Program Agency
- Attention:** (empty text box)
- * Address Line 1:** 123 Street
- Address Line 2:** (empty text box)
- * City:** City
- * State:** DDC (dropdown menu)
- * Postal Code:** 1234
- Contact Phone Number:** (empty text box)
- Allow changes by organization lower in hierarchy?**
 - ☐ Yes
 - ☒ No

- To modify the Subtotals and Cash Count processing options:
 - To inherit the Subtotals and Cash Count processing options from the organization's parent, click the Use Parent's Values radio button.
- OR**
- To enter different Subtotals and Cash Count processing options for the organization, click the Use My Values radio button.
 - To require check/money order and currency subtotals in deposits, click the Yes radio button next to "Include sub-totals for Checks/Money Orders and Cash."
 - To require currency denomination subtotals in deposits, click the Yes radio button next to "Include Currency count and sub-totals by

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denomination."

- To require coin denomination subtotals in deposits, click the Yes radio button next to "Include Coin count and sub-totals by denomination."
- To allow lower level organizations to define different Subtotals and Cash Count processing options, click the Yes radio button.
- To require lower level organizations to inherit these Subtotals and Cash Count processing options, click the No radio button.

Deposit Preparation

Subtotals and Cash Count

Handle sub-totals and currency for counts for deposits:

☐ Use parent's values ☒ Use my values

Include sub-totals for Checks/Money Orders and Cash: ☒ Yes ☐ No

Include Currency count and sub-totals by denomination: ☒ Yes ☐ No

Include coin count and sub-totals by denomination: ☒ Yes ☐ No

Allow changes by organization lower in hierarchy? ☐ Yes ☒ No

- To modify the Accounting Code Subtotals processing options:
 - To inherit the Accounting Code Subtotals processing options from the organization's parent, click the Use Parent's Values radio button
- OR**
- To enter different Accounting Code Subtotals processing options for the organization, click the Use My Values radio button.
 - To allow negative accounting code subtotals, click the radio button next to "Allow Negative Accounting Code Subtotals."
 - To require positive accounting code subtotals, click the No radio button next to "Allow Negative Accounting Code Subtotals."
- To allow lower level organizations to define different Accounting Code Subtotal processing options, click the Yes radio button.
- To require lower level organizations to inherit these Accounting Code Subtotal processing options, click the No radio button.

Deposit Preparation

- ☒ **Subtotals and Cash Count**
- ☐ **Accounting Code Subtotals**

Negative Accounting Code Subtotals

☐ Use parent's values ☒ Use my values

Allow negative Accounting Code Subtotals: ☒ Yes ☐ No

Allow changes by organization lower in hierarchy?

☒ Yes ☐ No

- To modify the Separation of Duties processing options:
 - To inherit the Separation of Duties processing options from the organization's parent, click the Use Parent's Values radio button.
- OR**
- To enter different Separation of Duties processing options for the organization, click the Use My Values radio button.
 - To require that deposits be prepared and approved by different employees, click the Yes radio button next to "Deposits must be prepared and approved by different employees."
- OR**
- To allow employees to prepare and approve deposits, click the No radio button next to "Deposits must be prepared and approved by different employees."
- To allow lower level organizations to define different Separation of Duties processing options, click the Yes radio button.
- To require lower level organizations to inherit these Separation of Duties processing options, click the No radio button.

Deposit Preparation

- ☒ **Subtotals and Cash Count**
- ☐ **Transaction History**
- ☐ **Separation of Duties**

Update policy requiring separation of duties for deposit preparation and approval

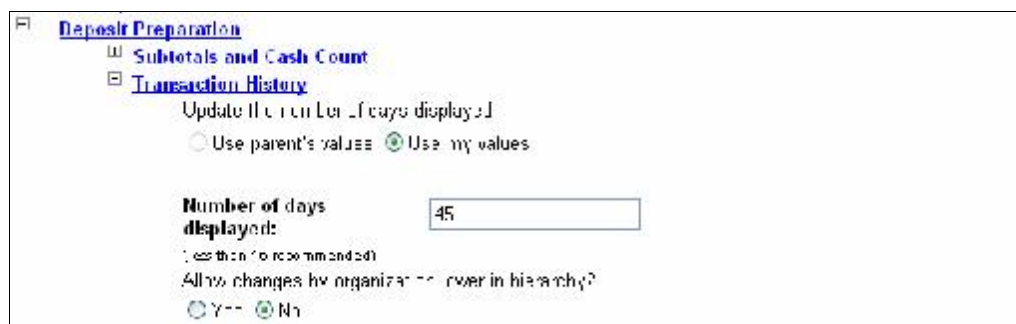
☐ Use parent's values ☒ Use my values

Deposits must be prepared and approved by different employees: ☐ Yes ☒ No

Allow changes by organization lower in hierarchy?

☐ Yes ☒ No

- To modify the Transaction History processing options:
 - To inherit the Transaction History processing options from the organization's parent, click the Use Parent's Values radio button.
- **OR**
- To enter different Transaction History processing options for the organization, click the Use My Values radio button.
 - Enter the number of days that you would like to view transaction history in the Number of Days Displayed text box.
- To allow lower level organizations to define different Transaction History processing options, click the Yes radio button.
- To require lower level organizations to inherit these Transaction History processing options, click the No radio button.






The screenshot shows a web form titled "Deposit Preparation" with a tree view containing "Subtotals and Cash Count" and "Transaction History". Under "Transaction History", there is a section "Update the number of days displayed" with two radio buttons: "Use parent's values" (unselected) and "Use my values" (selected). Below this is a text box labeled "Number of days displayed:" containing the value "45". A note below the text box says "(less than 10 recommended)". At the bottom, there is a question "Allow changes by organization lower in hierarchy?" with two radio buttons: "Yes" (unselected) and "No" (selected).

- Click  to continue to Step 3 of 3.

Step 3 of 3: Review the Following Processing Options

This page displays the **processing options** that you have modified. Verify the information is correct before submitting.


- If the information is correct, click  to modify the processing options.
- If the information is not correct, click  to make changes or click  to return to the TGAnet Home Page.

Confirmation


- Click  to return to the TGAnet Home Page.

View Processing Options


Step 1 of 3: Select Organization Hierarchy

- Using the **organization** drop down list, select the organization that you would like to view.
- Click  to view the selected organization.

Step 2 of 3: Select Organization to View Processing Options

- Click on the hyperlink for the **organization** that you would like to view.
- Click Expand All to view the entire **organization hierarchy**.
- Click Contract All to view only the **highest level organization**.
- Click  to return to the TGAnet Home Page.

Step 3 of 3: View Processing Options

- Click Print to retain a copy of the **processing options** for your records.
- Click  to return to the TGAnet Home Page.

Modify User Defined Fields

Step 1 of 3: Select User Defined Field to Manage

- To modify a **user defined field**, click the User Defined Field Label hyperlink and click .
- To delete a user defined field, click the Delete check box next to the appropriate user defined field and click .
- To create a new user defined field, click .



Modify User Defined Fields Home | Print | Help | Log Out

Step 1 of 3: Select User Defined Field to Maintain

Click on the activity label to edit the user defined field.
Click the "Create UDF" button to create a new User Defined Field.
Click the related check box to delete a User Defined Field.

FPA B Federal Program Agency B

Activity	Label	Description	Display Order	Data Type	Delete
<div>    </div>					

Step 2 of 3: Modify User Defined Field

- Using the **Activity** drop down list, select the activity type for the user defined field.
- Enter a **name** for the user defined field in the Label text box.
- Enter a description for the user defined field in the Description text box.
- Using the **Data Type** list box, select the type of data that should be entered for the user defined field.
- Enter the maximum number of characters that may be entered for the user defined field in the **Maximum Input Length** text box.
NOTE: The maximum number of characters allowed is 255.
- Enter the minimum number of characters that may be entered for the user defined field in the **Minimum Input Length** text box.
- Enter the number 1, 2 or 3 in the **Display Order Number** text box. This will define where the user defined field being modified will display in comparison to other user defined fields.

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- If the entry of information for the user defined field is required, click the Mandatory radio button.
- OR**
- If the entry of information for the user defined field is not required, click the Optional radio button.
-
- If you would like to limit the selection of data for this user defined field, click **List Values...**
-
- Click **Done** to continue to Step 3 of 3.

NOTE: Do not enter personally identifiable information in User Defined Fields. Please contact your Supervisor to for PII definitions.

Step 2 of 3: Modify User Defined Field

Add or make changes to the user defined field for a specific activity.

FPA B-Federal Program Agency B

Activity: Create Deposit

User Defined Field:

* **Label:** Reference Document #

* **Description:** Reference Document Number

Data Type:
Alphanumeric String Value
Date Value
Decimal Value
Drop Down List of alphanumeric values
U.S. Monetary Amount

* **Maximum Input Length:**
Maximum length is 255

* **Minimum Input Length:**

* **Display Order Number:** 1

Activity User Entry:
☒ Mandatory
☐ Optional

Permitted Values: **List Values...**

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Step 2 of 3 (Continued): Define Permitted Values

- Enter a selectable value for the user defined field in the Value text box.
- Enter a description for the value in the Description text box.
- Click **Add More Lines** to generate fields for additional permitted values.
- Click **Done** to return to Step 2 of 3.

Modify User Defined Fields Home Print Help Log Out

Step 2 of 3(Continued): Define Permitted Values.

Add and/or make changes to the list of permitted values. Select on Display Order is the order in which the values are displayed on the appropriate page drop down where the UDF is used.

Delete All / Undelete All

Delete	Value	Description
<input type="checkbox"/>	Print	Print
<input type="checkbox"/>	Invoice	Invoice
<input type="checkbox"/>	Check	Check
<input type="checkbox"/>		

Step 3 of 3: Review

This page displays the **characteristics** of the **user defined field** that you have modified. Verify the information is correct before submitting.

- If the information is correct, click **Submit** to modify the user defined field.
- If the information is not correct, click **<<Previous** to make changes or click **Cancel** to return to the TGAnet Home Page.

Confirmation

- Click **Return Home** to return to the TGAnet Home Page.

View User Defined Fields

View User Defined Fields

- Click Print to retain a copy of the **user defined fields** for your records.
- Click **Return Home** to return to the TGAnet Home Page.

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View Reports

View Reports

Welcome to the View Reports Page. Select an available report from the list.



Business Reports

Daily Voucher Report - allows you to view the daily voucher extract.

Non-Reporting Agency Endpoints - allows you to view endpoints that have not reported a deposit.

Processing Options by Agency Endpoint – allows you to view processing options defined for endpoints within the organization.

Daily Voucher Report

- Using the **Organization** drop down list, select the organization that you would like to view.
- Select to search by the Date Confirmed by Financial Institution or the Date of Deposit.
- Enter the date that you would like to view deposits in the text box.
- Click  to view the report or click  to return to the TGAnet Home Page.

NOTES: The date entered for Date Confirmed by Financial Institution will return all original deposit vouchers confirmed by the Financial Institution on the calendar date entered AND all deposit adjustment vouchers and returned item adjustments that were created on this date.

The date entered for Date of Deposit will return all deposits and adjustments for the calendar date entered.

[Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Daily Voucher Report

Select the Organization and specify either the Date Confirmed or the Date of Deposit for information you would like to view

* Organization:

* Date Confirmed by Financial Institution

* Date of Deposit

Note: The date entered for Date Confirmed by Financial Institution will return all original deposit numbers confirmed by the Financial Institution on the calendar date requested AND all deposit adjustment vouchers and returned item adjustments that were created on this date.

The date entered for Date of Deposit will return all deposits and adjustments for the specified date of deposit

* denotes required fields

Non-Reporting Agency Endpoints

- Using the **Organization** drop down list, select the endpoint that you would like to view **deposits**.
- Enter the range of dates that you would like to search deposits in the Date of Deposit From and Date of Deposit To text boxes.
- Click to view the report or click to return to the TGAnet Home Page.

[Home](#) | [Print](#) | [Help](#) | [Log Out](#)

Non-Reporting Agency Endpoints

Select the Organization and enter the Date of Deposit range you would like to view

* Organization:

* Date of Deposit

From:

To:

* denotes required fields

Processing Options Report

- Using the drop down list, select the organization that you would like to view **processing options**.
- Click [Next >>](#) to select the processing options that you would like to view.

The screenshot shows a web browser window titled "Processing Options Report". At the top right, there are links: [Home](#), [Print](#), [Help](#), and [Log Out](#). The main content area has a light blue background. In the center, there is a white rectangular box containing a dropdown menu. The dropdown menu is currently open, showing the text "FPA B - Federal Program Agency B". Below the dropdown menu, there are two buttons: "Cancel" and "Next >>".

Processing Options by Agency Endpoint

- Using the **Processing Option** drop down list, select the type of processing option that you would like to view.
- Click on the hyperlink for the **organization endpoint** that you would like to view processing options
- Click Expand All to view the entire **organization hierarchy**.
- Click Contract All to view only the **highest level organization**.
- Click [Cancel](#) to return to the TGAnet Home Page.

The screenshot shows a web browser window titled "Processing Options Report". At the top right, there are links: [Home](#), [Print](#), [Help](#), and [Log Out](#). The main content area has a light blue background. At the top, there is a text prompt: "Select processing option to report and click on any organization or entity level of the hierarchy". Below this, there is a "Processing Option:" label followed by a dropdown menu showing "All". Underneath, there is a section titled "Organization Hierarchy: FPA B - Federal Program Agency B". Below this title, there is a list of organization endpoints: "Expand All / Contract All", "FPA D - Federal Program Agency D", "F1 - Region 1", "F2 - Region 2", "F3 - Region 3", and "F4 - Region 4". At the bottom, there are two buttons: "<< Previous" and "Cancel".

Glossary

A

Access Group: Location or level within a Federal Program Agency to which user access is granted.

Account Key: The account number assigned to a deposit when it is submitted to FRB CA\$HLINK.

Accounting Code: The agency-defined code that identifies how a transaction is processed in an agency's internal accounting system.

Accounting Code Description: A brief explanation that provides further detail about an accounting code.

Accounting Code Name: The agency-defined code that identifies how a transaction is processed in an agency's internal accounting system.

Activate: To grant a TWAI user access to the TGAnet application.

Active: A TGAnet user status that indicates a TGAnet user is permitted to perform TGAnet functions.

Activity Type: The selection that indicates if a user defined field is for deposit activity information or deposit accounting activity information.

Adjustment Defaults: The TAS or agency accounting code that will be assigned to adjustments processed by TGAnet.

Agency Contact: A person at an agency that a financial institution may contact if additional information is needed for the deposit.

Agency Information: The optional comments or instructions, receipt processing dates, alternate agency contact, and internal control number for your deposit.

Agency Location Code (ALC): The unique numeric symbol assigned by FMS for Treasury reporting purposes.

Alternate Agency Contact: A person at an agency that a financial institution may contact if the primary contact at the agency cannot be reached.

Assign Organizations: This function allows you to assign TWAI organizations to a TGAnet user in a two-step process.

Assign Permissions: This function allows you to assign permissions to a TGAnet user in a two-step process.

Assigned TWAI Organizations: Those organizations that are assigned to a user that permit the user to assign permissions to another user in that assigned organization.

C

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CA\$HLINK II Account Number (CAN): The account number assigned to a deposit when it is submitted to CA\$HLINK II.

CA\$HLINK II Account Number Status: The status that indicates that a CAN is open or closed.

Characteristics: Properties of a user, organization, deposit, or financial institution.

Custom Label: User-defined text that describes a level in the organization hierarchy, an internal control number or an accounting code.

Custom Label, Default: Text defined by TGAnet that describes a level in the organization hierarchy, the internal control number, or agency accounting code.

D

Data Type: The type of data that should be entered for a user defined field.

Date of Deposit: The date that a deposit is being adjusted, confirmed, or rejected.

Deactivate: To restrict a TWAI user from accessing the TGAnet application.

Delete Permissions: This function allows you to remove roles and access groups from a TGAnet user in a two-step process.

Deleted: A TGAnet user status that indicates a TGAnet user no longer has access to the TGAnet application.

Demand Deposit Account (DDA): The account at a financial institution where an organization deposits collections.

Deposit: A collection of over-the-counter receipts deposited to a Treasury General Account for credit.

Deposit Adjustment: A debit or credit adjustment submitted by a financial institution that is directly associated with a deposit.

Deposit Adjustment Information: The attributes that define a deposit adjustment: CA\$HLINK Account Number, Adjustment Type, Adjustment Amount, Adjustment Reason, and Adjustment Comments.

Deposit Approver: User who has authorization to review and submit deposits to a financial institution.

Deposit History: The number of days for which deposit information will be shown on the View Deposit page.

Deposit Information: The attributes that define a deposit: deposit status, voucher number, deposit endpoint, ALC, voucher date, deposit total, check/money order subtotal, currency subtotal, and subtotals by accounting code.

Deposit Preparer: User that has authorization to prepare and submit deposits to a deposit approver.

Deposit Total: The total amount of over-the-counter receipts included in the deposit.

Display Order Number: The order in which user defined fields should be displayed.

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District Number: The District Number is the number assigned to a Federal Reserve Bank district.

F

Financial Institution: An institution that accepts TGA deposits.

Financial Institution Information: The name, address, routing transit number, and the demand deposit account number of a financial institution.

Fiscal Year: A 12-month period for which an organization plans the use of its funds.

H

Hierarchy Level: The level that an organization endpoint is assigned to in the hierarchy.

Highest Level Label: User-defined text that describes the highest level in the organization hierarchy.

Highest Level Organization: The primary level of the organization hierarchy.

I

Inactive: A TGAnet user status that indicates a TGAnet user is not permitted to perform TGAnet functions.

Input Length Maximum: The maximum number of characters that may be entered in a user defined field.

Input Length Minimum: The minimum number of characters that may be entered in a user defined field.

Institution Type: Indicates that a financial institution is a commercial financial institution or Federal Reserve Bank.

Internal Control Number: A customizable field for agency use to further describe a deposit.

L

Level 1: The highest level in the access group hierarchy to which a user has access. Additional levels within the hierarchy are labeled in sequential order beneath Level 1 (i.e., Level 2, Level 3, etc.).

Location, Financial Institution: The city and state where a financial institution is located.

Lower Level Organization: Any organization created below the highest level organization.

M

Modify User Status: This function allows you to modify a TGAnet user's status in a two-step process.

N

Name, Financial Institution: A word or phrase identifying a financial institution.

Name, Organization: A word or phrase identifying a location or level of a Federal Program Agency.

Name, User: The first and last name of a TGAnet user as specified in the TWAI registration process.

Name, User Defined Field: A word or phrase identifying a user defined field.

O

Office Number: The Office Number is the number assigned to an office in a Federal Reserve Bank district.

Organization: Location or level within a Federal Program Agency.

Organization Endpoint: An organization that collects over-the-counter (OTC) receipts and deposits them to the Treasury's General Account.

Organization Hierarchy: The structure of a Federal Program Agency as defined in TGAnet.

OTC Collections: Receipts that contain cash, checks, and/or money orders that are collected over-the-counter by organization endpoints in exchange for goods or services.

P

Permissions: The combination of a TGAnet role and the access group to which the role applies.

Permissions, Deleted: Those permissions removed from a TGAnet user.

Permissions, Remaining: Those permissions that have not been deleted.

Processing Options: User-defined parameters for the deposit and adjustment processes.

R

Returned Item: A check that was originally part of a TGAnet deposit but returned to the financial institution for non-sufficient funds, closed account, etc.

Routing Transit Number (RTN): The nine-digit number used to identify a financial institution.

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Routing Transit Number, Deleted: A routing transit number that has no deposits associated with it and can no longer be used when creating deposits.

Routing Transit Number, Retired: A routing transit number that can no longer be used when creating deposits.

S

Save as Draft: Option that allows a user to save a deposit to modify at a later date.

Save for Approval: Option that allows a deposit preparer to save a deposit for a deposit approver to submit to a financial institution.

Short Name/Code: User-defined text describing an organization. Short Names/Codes must be unique within an organization hierarchy.

T

TGAnet: The acronym for Treasury General Account Deposit Report Network. The application that automates the over-the-counter deposit process.

TGAnet Status: Status of a user within the TGAnet application (i.e., Active, Inactive, Deleted).

Treasury Account Symbol (TAS): A representation of a category or source of collections.

TWAI: The acronym for Treasury Web Application Infrastructure.

TWAI Organization: The entity a user is employed by as specified in the TWAI registration process.

U

Un-assign Organizations: This function allows you to remove assigned organizations from a TGAnet user in a two-step process.

Un-assigned Organizations: Those organizations that are removed from a TGAnet user.

User Defined Field: User-defined text that describes deposit activity or deposit accounting activity.

User ID: Identification assigned to a user during the TWAI registration process. All User IDs are unique within TWAI.

V

Voucher Date: The financial institution business date a deposit will be presented or the calendar date the deposit will be mailed to the financial institution.

Voucher Number: The number assigned to a deposit by TGAnet.

Voucher State: The state of a deposit being sent to or received from a financial institution.

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